

# Memorandum

## Department of Veterans Affairs

Date: APR 28 2006

From: Assistant Secretary for Information and Technology (005)

Subj: VA Department Operations Council (DOC), EDMS 351089

To: Deputy Secretary, Under Secretaries, Assistant Secretaries and other Key Officials

1. The Assistant Secretary for Information and Technology has established the Department Operations Council (DOC). The Council will focus VA Information Technology resources in support of the Department's operational priorities. The DOC serves as an advisory group to formulate VA requirements surrounding the implementation of VA Information Technology policy and products that pertain to operational issues.
2. The DOC is aligned under the Office of the Assistant Secretary for Information and Technology. The Assistant Secretary for Information and Technology will Chair the Council. The Deputy Assistant Secretary for Information and Technology will Co-Chair the Council. The face to face meetings will be held quarterly.
3. Please direct any questions that you may have involving the VA Department Operations Council Charter to Joe Shaffer at (202) 273-5962.



Robert N. McFarland  
Attachments

## **VA Department Operations Council (DOC)**

### **Scope:**

The Assistant Secretary for Information & Technology has established the Department Operations Council (DOC). The Council will focus VA Information Technology resources in support of Department operational priorities. The DOC serves as an advisory group to formulate VA requirements surrounding the implementation of VA Information Technology policy and products that pertain to operational issues.

### **Roles and Responsibilities:**

- ❑ Support the goals, objectives and mission of the VA.
- ❑ Provide guidance to VA leadership on information technology (IT) operation / implementation issues.
- ❑ Provide technical perspective and guidance to the Assistant Secretary on issues that have an impact across Administration lines.
- ❑ Provide Department-wide oversight for:
  - IT tactical planning.
  - Policies and procedures as they relate to the standardization of IT operations and systems.
  - Implementation of enterprise technology solutions within the parameters of the VA Enterprise Architecture and the VA IT strategic direction.

### **Council Leadership and Reporting Relationships:**

The DOC is aligned under the Office of the Assistant Secretary for Information & Technology. The Assistant Secretary for Information & Technology will Chair the Council. The Deputy Assistant Secretary for Information & Technology will Co-Chair the Council. Face to face meetings will be held quarterly.

**Membership:****DOC membership includes:**

VA CIO (AS/IT)  
VA Deputy CIO  
DAS for IT Operations  
ADAS for Data Center Operations  
ADAS for Field Operations  
ADAS for Systems Engineering  
ADAS for Business Operations  
DCIO for VHA  
DCIO for VBA  
DCIO for NCA  
Staff Offices Representative  
VHA Operations Representative  
VBA Operations Representative  
NCA Operations Representative

**Procedures:**

The DOC meets on the Tuesday of the third week of the month. Meetings are scheduled and convened by the Chair.

A standing DOC member may send his/her principal deputy as a proxy when conflicts prevent regular attendance.

The Chair retains decision authority but will strive for consensus amongst the membership.

The DOC may amend this charter as needed.

**Effective Date:**

The DOC becomes effective upon approval by the Secretary.

**Subcommittees:**

To be assigned as required.

## Office of the CIO – Interim Construct

